



ALCOHOLIC  
BEVERAGES  
DIVISION  
State of Iowa



**Iowa ABD eLAPS  
Dramshop Carrier Quick Reference Guide (QRG)**

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## Introduction

ABD's new Electronic Licensing and Permitting System (eLAPS) will help stakeholders apply for and manage their alcohol licenses, permits, and certificates efficiently. Additionally, it will also let Dramshop Carriers verify and endorse the applications for further processing to Local Authorities and the Iowa ABD Staff.

This Quick Reference Guide (QRG) describes the actions and resources available to Dramshop Carriers.

## Logging in

Dramshop Carriers should have accounts automatically set up for them.

If they are not registered, they can click 'Not an Owner' (on top of the Registration form) and fill out a ticket for their credentials or contact ABD directly. They cannot register as a user in the portal without contacting ABD or creating a ticket.

'Not An Owner' option on top of the form (magnified below).

Dramshop Carriers need to submit a ticket to request an account.

The screenshot shows a web browser window with a modal form titled "Not a Owner". The form is for "Non-Owner Portal User Registration". It includes fields for "First Name", "Last Name", "Personal Email", "Personal Phone", "Personal Method of Contact", and "Provide a required level of Access". There is a "Submit" button at the bottom right. The background shows a blurred view of the "Create an account" page.

## Dramshop Policy Verification

As a Dramshop Carrier, you'll need to complete a few steps for Applications to be processed further.

The screenshot shows the Iowa eLAPS portal interface. At the top, there's a navigation bar with "iowa.gov", "Services", "Agencies", and "Social". Below that, the "ALCOHOLIC BEVERAGES DIVISION State of Iowa" and "eLAPS" logos are displayed. The main content area has a "Notification From Admin Test." banner. Below the banner, a welcome message "Hello, Welcome to the Alcoholic Beverages Division State of Iowa" is shown. A navigation bar includes "All Applications", "All License(s)", and "All Tickets". A "View All Application" link is also present. The main content area displays a "SUBMIT" button and a "Hi" message. Below this, a "Dramshop Policy change initiated" message is shown with details: "Application Number : App-001124", "License/Permit Type : Class C Liquor License", "Tentative Effective Date : 3/31/2021", "Name of Business DBA : Hi", and "Application Type : New". To the right, the "Application Status : Pending Dramshop Review" is shown, along with "Tentative Expiration Date : 9/30/2021", "Premise Street : 1817 Southeast Hulsizer Drive", and "License Number :". A "Verify Application" button is highlighted with a red box, and a "Preview License" button is also visible.

**Step 1:** You'll need to review the Premises details first.

## Verify Dramshop Policy (App-001124)

Exit [Save and Exit](#)

✓ License or Permit Type

✓ Privileges / Sub-Permits

**● Premises**

○ Dramshop Verification

○ Review

○ Attestation / Endorsement

### Premises

NEED HELP ?

Indicate how the business will be operated

Municipality

Business Number of Secretary of State  
1

\* Name of the Corporation/Sole Proprietor/Partnership  
Hi

\* Name of Business (D/B/A)  
Hi

\* Federal Employer ID #  
11-1111111

\* Business Phone  
(111) 111-1111

\* Tentative Effective Date  
Apr 1, 2021

\* Contact Name  
Hello

\* Phone  
(111) 111-1111

\* Email Address  
todd.kroll@iowa.gov

Cell/Home Phone  
(111) 111-1111

Control of Premises  
Other

Scroll down and click **Next** to proceed.

**Step 2:** Fill in the Dramshop Policy details. Ensure the Policy dates provided begin on or before the effective date of the Application and shall continue until the expiration date of the license or permit. Click **Next** to proceed.

## Verify Dramshop Policy (App-001124)

Exit [Save and Exit](#)

✓ License or Permit Type

✓ Privileges / Sub-Permits

✓ Premises

**• Dramshop Verification**

○ Review

○ Attestation / Endorsement

### Dramshop Verification

NEED HELP ?

Dram Shop

Allied Insurance Group

\* Tentative Effective Date

Apr 1, 2021

\* Policy Number

A123

\* Policy Effective Date

Mar 28, 2021

\* To or Through?

Through

\* Policy Expiration Date

Aug 28, 2021

\* Policy Information Verified

Yes

\* Does this policy contain an Annual Aggregate Limit provision?

Yes

\* Annual Aggregate Limit is:

\$150,000 - \$200,000

The dramshop policy must take effect on or before the day the license or permit takes effect and shall continue until the expiration date of the license or permit.

☒ Check here to acknowledge the above

☐ Unable to Verify Dramshop Policy

Previous

Next

**Step 3:** Review the details you had access to in the previous steps. Make updates, if needed. Scroll down and click on **Next** to proceed.

## Verify Dramshop Policy (App-001124)

Exit [Save and Exit](#)

✓ License or Permit Type

✓ Privileges / Sub-Permits

✓ Premises

✓ Dramshop Verification

**• Review**

○ Attestation / Endorsement

### Review

NEED HELP ?

#### License or Permit Type

License or Permit Type

Class C Liquor License

Length of License Requested

6 Month

#### Privileges / Sub-Permits Information

Privileges

Sub-Permits

#### Premises Information

Indicate how the business will be operated

Municipality

Business Number of Secretary of State

1

Last Edit Date: March 29, 2021

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**Step 4:** The last step is to Attest/Endorse the details you have just verified and entered. You'll need to attest that the policy contains coverage to comply with all applicable provisions. Click on **Submit**.

### Verify Dramshop Policy (App-001124)

Exit [Save and Exit](#)

✓ License or Permit Type

✓ Privileges / Sub-Permits

✓ Premises

✓ Dramshop Verification

✓ Review

● **Attestation / Endorsement**

#### Attestation / Endorsement

NEED HELP ?

\* ☐ The above-mentioned policy of insurance (policy) contains coverage to comply with the provisions of Iowa Code § 123.92, 185 Iowa Administrative Code § 5.8, and all other applicable laws and rules of the Iowa Insurance Division. The policy shall be effective the day the license or permit takes effect and shall continue until the expiration date of the license or permit, unless canceled. The insurance carrier may cancel the policy by giving a minimum of 30 days' prior written notice to the Iowa Alcoholic Beverages Division. The 30-day period shall begin on the date that the Iowa Alcoholic Beverages Division receives the notice of cancellation.

\* Name

Attestation Date

2021-03-29

Previous

Submit

You will be shown a Success message and a 'Back to Dashboard' hyperlink (on your top left) just above the message.

## Dashboard

From the dashboard, the Dramshop Carrier can perform more Actions depending on Application stage/status.

## Application Status

Application status will change to 'Submitted to Local Authority' after the Policy verification is complete.

	All Applications	All License(s)	All Tickets	Revision Requests	View All Application →	
<b>SUBMIT</b>	Application Number : App-001416 License/Permit Type : Class C Liquor License Tentative Effective Date : 3/31/2021 Name of Business DBA : Spackler Inc. Application Type : New				Application Status : <b>Active</b> Tentative Expiration Date : 3/30/2022 Premise Street : 18820 Bellevue-Cascade Road License Number : LC0000009	<a href="#">View</a> <a href="#">Incorrect Local Authority Selected</a> <a href="#">Preview License</a>
<b>SUBMIT</b>	Application Number : App-001334 License/Permit Type : Special Class C Liquor License Tentative Effective Date : 3/31/2021 Name of Business DBA : Spackler Inc. Application Type : Amendment				Application Status : <b>Submitted to Local Authority</b> Tentative Expiration Date : 3/30/2022 Premise Street : 18820 Bellevue-Cascade Road License Number : BW0000001	<a href="#">View</a> <a href="#">Create Revision Request</a> <a href="#">Incorrect Local Authority Selected</a> <a href="#">Preview License</a>
<b>SUBMIT</b>	Application Number : App-001325 License/Permit Type : Special Class C Liquor License Tentative Effective Date : 3/31/2021 Name of Business DBA : Spackler Inc. Application Type : Amendment				Application Status : <b>Submitted to Local Authority</b> Tentative Expiration Date : 3/30/2022 Premise Street : 18820 Bellevue-Cascade Road License Number : BW0000001	<a href="#">View</a> <a href="#">Create Revision Request</a> <a href="#">Incorrect Local Authority Selected</a> <a href="#">Preview License</a>

## Review Application

If ABD staff/Local Authority submits a review request, then the 'View Revision' button will be visible against an Application, and the status will update to 'Dramshop Action Required'.

<b>XBOW</b>	Application Number : App-000999 License/Permit Type : Class B Beer Permit Tentative Effective Date : 2/28/2021 Name of Business DBA : XBOW Application Type : New		Application Status : <b>Dramshop Action Required</b> Tentative Expiration Date : 2/27/2022 Premise Street : 817 Southeast Oak Drive License Number : BB0000005	<a href="#">View</a> <a href="#">View Revision</a> <a href="#">Preview License</a>
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Click on 'View Revision' to complete the process on the next page.



Verify Dramshop Policy (App-000999) Exit Save and Exit

NEED HELP ?

- ✓ Premises
- ✓ Dramshop Verification
- ✓ Review
- ✓ Attestation / Endorsement
- Action Items

### Revision Requests

✓ RR-0044

Revision Request Details : need document upload  
Questions Needing Attention : need additional upload  
Additional Documentation Needed :

Due Date :2021-03-05 Status : Assigned to Applicant

[Upload Files](#)


Submit

Previous

## My Tickets

A Ticket can be submitted by clicking on the 'All Tickets' tab.

iowa [Services](#) [Agencies](#) [Social](#)

ALCOHOLIC BEVERAGES DIVISION State of Iowa  [Home](#) [Public Database](#) [Robby Dramshop Tester](#)

Notification From Admin Test.

## Hello, Welcome to the Alcoholic Beverages Division State of Iowa

[All Applications](#) [All License\(s\)](#) [All Tickets](#) [View All Application](#) →

Existing Tickets [+ New Ticket](#)

TICKET NUMBER	APPLICATION/TAX REPORT	STATUS	TYPE	DESCRIPTION
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Click on the '+ New Ticket' on the next page. Fill in the details in the pop up form and click on Submit.

The screenshot shows a web application interface for the Iowa Alcoholic Beverages Division. A modal window titled "New Ticket" is open, displaying a form with the following fields:

- \* Type: A dropdown menu with "Select an Option" selected.
- \* Subject: A text input field.
- \* Preferred Phone: A text input field.
- \* Preferred Email: A text input field.
- \* Preferred Method Of Contact: A dropdown menu with "Select" selected.
- \* Ticket: A text input field with a search icon and the placeholder text "Begin typing to lookup record".
- \* Application: A text input field with a search icon and the placeholder text "Begin typing to lookup record".
- \* Description: A text input field.
- \* Comments: A large text area.

A blue "Submit" button is located at the bottom right of the form. The background of the application shows a sidebar with "Existing Tickets" and a main content area with a "Hello, Welcome to Iowa" message.

This concludes the Dramshop Carrier QRG.